

CITY OF ST. CHARLES

TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984



DEPARTMENT: COMMUNITY DEVELOPMENT/PLANNING

PHONE: (630) 377-4443

FAX: (630) 377-4062

GENERAL AMENDMENT APPLICATION (ZONING ORDINANCE)

Instructions:

To request an amendment to the text of the St. Charles Zoning Ordinance, complete this application and submit it with all required attachments to the Planning Office.

When the application is complete we will schedule a Plan Commission public hearing and begin the review process.

The information you provide must be complete and accurate. If you have a question please call the Planning Office and we will be happy to assist you.

Received Date

1. Applicant Information:	Name	Phone
	Address	Fax
		Email

2. Billing: <i>To whom should costs for this application be billed?</i>	Name	Phone
	Address	Fax
		Email

Attachment Checklist

- ☐ Application Fee (make checks payable to the City of St. Charles)
- ☐ Wording of the requested text amendment (see next page)

I certify that this application and the documents submitted with it are true and correct to the best of my knowledge and belief. I understand that the City will issue an invoice for costs associated with this application to the person listed in box #2 above.

Signature – Applicant

Date

Requested Text Amendment

To amend Section(s) _____ of the St. Charles Zoning Ordinance. The wording of the proposed amendment is: (attach sheets if necessary)

[illegible]



FILING FEES FOR APPLICATIONS AND PLANS

Developments within corporate limits

- Annexation of Property: \$1,000.00
- Annexation Agreement: \$2,000.00
- General (Text) Amendment: \$500.00
- Zoning Map Amendments: \$750.00
- Special Use and Amendment to Special Use: \$1,000.00
- Special Use as a Planned Unit Development (PUD): \$2,000.00
- Site Plan Review (O-R Districts): \$1,000.00
- Subdivision Concept Plan: No fee
- Preliminary Plan of Subdivision (not a PUD): \$2,500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (of a parcel less than 3 acres): \$1,000.00
- Subdivision Final Engineering Plans: \$1,500.00
- Subdivision Final Plat: \$500.00
- PUD Concept Plan: No fee
- PUD Preliminary Plan: \$3,000.00
- PUD Final Engineering Plan: \$2,000.00
- PUD Final Plat: \$500.00

Developments outside corporate limits (within 1 ½ mile jurisdiction)

- Concept Plan (Review of County application): No fee
- Preliminary Plan of Subdivision, 5 or more lots, with new public road construction: \$ 1, 500.00
- Preliminary Plan of Subdivision, 1 to 4 lots, with new public road construction: \$ 500.00
- Preliminary Plan of Minor Subdivision or Minor Resubdivision (1 to 4 lots, no new public road construction): No fee
- Subdivision Final Plat: \$ 500.00

Reimbursement for Miscellaneous Expenses: The applicant shall reimburse the City for miscellaneous costs incurred relative to any application including but not limited to: Publication of legal notices, Court reporter and transcript fees, Mailing (postage) costs, Recording fees.

Reimbursement for City Staff Review: Applicants are required to reimburse the City for the cost of Engineering review time. An invoice for these costs is sent to the responsible party as indicated on the application form. See Paragraphs 16.12.270 and 16.12.280 of Title 16, "Subdivisions and Land Improvements" and/or Paragraphs 17.12.090 and 17.12.100 of Title 17, "Zoning" for specifics.

Reimbursement for Professional Services: Applicants are required to reimburse the City for the cost of the following:

1. Fees for landscape architect's and planning consultant's review and consultation in connection with review of the petition or application, and inspection of construction, including meetings and associated tasks.
2. Fees for traffic analysis performed by a member of the Institute of Transportation Engineers and approved by the City Engineer, when such traffic analysis is requested by the City.
3. Fees for city attorney's review and negotiations in connection with the petition or application.
4. Fees for professional engineering consultant's review of plans and documents and construction inspection including meetings and associated tasks.

Payment: Filing fees are payable at the time of filing the application or petition. Reimbursement fees are due within 30 days of invoicing.

CITY OF ST. CHARLES, ILLINOIS – SCHEDULED MEETING DATES

Plan Commission	Planning & Development Committee	City Council
2004*		
1/06	1/12	1/05
1/20		1/19
2/03	2/09	2/02
2/17		2/16
3/02	3/08	3/01
3/16		3/15
4/06	4/12	4/05
4/20		4/19
5/04	5/10	5/03
5/18		5/17
6/08	6/14	6/07
6/22		6/21
7/07(Wed)	7/12	7/06(Tue)
7/20		7/19
8/03	8/09	8/02
8/17		8/16
9/08 (Wed.)	9/13	9/07 (Tue.)
9/21		9/20
10/05	10/11	10/04
10/19		10/18
11/02	11/08	11/01
11/16		11/15
12/07	12/13	12/06
(no 2 nd meeting in December)		12/20
2005*		
1/04	1/10	1/03
1/18		1/17
2/08	2/14	2/07
2/22		2/21
3/08	3/14	3/07
3/22		3/21

* These dates conform to the regular meeting schedule. However, meetings may be rescheduled. Please check with the Planning Division to confirm a specific meeting date.

We will review submittals for completeness prior to establishing a meeting or public hearing date for an application. Please contact the Planning Division at 377-4443 if you have any questions.